



Provider Self-Evaluation Checklist For A Licensed Day Care Home or Group Day Care Home

DO NOT RETURN THIS FORM TO THE LOCAL CHILD CARE SURVEYOR OR THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT. USE THIS FORM TO HELP YOU DETERMINE YOUR OWN COMPLIANCE WITH LAWS AND REGULATIONS. YOU ARE NOT REQUIRED TO HAVE THIS COMPLETED FORM ON FILE.

The KDHE recommends that you read the Regulations for Licensing Day Care Homes and Group Day Care Homes for Children several times throughout the year. You are responsible for meeting the Laws and Regulations. Contact your local child care facility surveyor if you have any questions about how to meet any law or regulation.

NOTE: The items listed on this form do not reflect all the laws and regulations for a Licensed Day Care or Group Day Care Home. Refer to the Regulation book for the Laws and Regulations.

Use the blank spaces after each statement to record your own comments. Each statement is referenced with a law or regulation number. You should refer to the actual complete law or regulation if you have questions about the statement. The statement is NOT the law or regulation.

K.S.A. 65-501 License required.

If initial applicant and no temporary permit or license has been issued by KDHE, the applicant does not have unrelated children in care that exceeds the definition for inconsequential care. _____

K.S.A. 65-512 Inspections.

Surveyor is given right of entry and access to every place on the premises. _____

Surveyor is provided with records which are required to be inspected. _____

K.S.A. 65-513 Changes or alterations required to comply.

Licensee understands that it is her/his responsibility to make changes or alterations provided in any Notice of Survey Finding within 5 days of the receipt of the notice. _____

K.A.R. 28-4-116

(m) Children's files are maintained and include: _____

- (1) Parent's full names, addresses, phone numbers and person to notify in case of an emergency. _____
- (2) Names and phone numbers of persons authorized to pick up the child and to provide transportation. _____
- (3) Health assessments (children in two week emergency care exempt). _____
- (4) Written permission for emergency care and to go off the premises. _____

K.A.R. 28-4-117 Health care for under 16 years

- (a) (1) (A) Each child under 11 enrolled in care and each child under 16 living in the home has a completed medical record on file. _____

(B) The health assessment is conducted within 6 months **PRIOR** to the initial enrollment and signed by a nurse trained to perform H.A. or a licensed physician. _____

(C) Record of HA on a form supplied by a school may be accepted. The medical history of the child is to be completed on the KDHE form. _____

NOTE: K.A.R. 28-4-116(m)(3) Children in 2 week emergency care are not required to have a HA on file. The medical record filled out by the parent and emergency release form is to be on file.

NOTE: Children 11 - 16 yrs. of age who are in care but who do not live in the home are not required to have a medical record nor a physical on file. They are required to have current immunizations and emergency release forms.

- (b) (1) Immunizations are current **or in process**. _____

(2) (A) Certificate from a licensed physician is on file exempting the child from immunizations due to a physical condition. _____

(B) A statement is on file signed by the parent requesting a religious exemption from immunization. _____

(c) A statement is on file signed by the parents of unimmunized infants showing they have been informed of the risks when an exempted child is in care. _____

(d) A new health assessment is not required if previous medical record is available when a child is moved to a different child care provider. _____

- (e) Well-child health information is provided to parents at the time of enrollment OR posted in a conspicuous place. _____

K.A.R. 28-4-118 Illness and Reporting Child Abuse

- (a) Nonprescription medicines are given only with parental permission and a record is kept. _____
- (b) Prescription medications are given from containers labeled with child's name, name of the med., dosage, intervals, name of doctor, and date. A record is kept. _____
- (c) Provider reports suspected child abuse/neglect. _____

K.A.R. 28-4-123 Parental Access

Parental/Guardian access allowed during all hours of operation. _____

K.A.R. 28-4-124 Parental Permission

Signed permission for each location on KDHE form. _____

Destination, times and adults responsible posted in a place accessible to parents. _____

K.A.R. 28-4-125 Criminal History

- (a) KBI/SRS form submitted with Application/Intent to Continue Licensure. _____
- (b) All persons over 10 years who reside, work or regularly volunteer are submitted on a KBI/SRS form within one week for new persons. _____
- (c) Copy of form submitted is kept on file _____

K.S.A. 65-516 Prohibited persons.

No person **known to be a prohibited person** is residing, working or regularly volunteering in the home. _____

K.A.R. 28-4-126 Health, persons 16 or older

- (a) (1) Persons caring for children are:
free from physical, mental, emotional handicaps _____
qualified by emotional maturity, sound judgement and an understanding of children. (If no, document why.) _____
- (2) Persons in contact with children are not impaired due to alcohol or drugs _____

K.A.R. 28-4-127 Emergencies

- (a) Working telephone on the premises during all hours of operation. _____
- Emergency telephone numbers posted next to the phone. (police, fire, ambulance, hospital, poison control) _____

- (c) Health assessments and emergency release forms are taken to the emergency room with the child. _____

- (d) Provider stays with the child during emergency care. _____

Other children are adequately supervised during emergency. _____

- (e) (2) Injuries or illnesses requiring medical attention are reported to the parent or guardian. _____

- (3) Communicable diseases are reported to KDHE or health department **by the next working day.** _____

- (f) Deaths are reported to KDHE or health department by the **next working day.** _____

K.A.R. 28-4-128 Safety Procedures

- (a) Disaster plans are developed for emergencies such as fire, tornadoes, storms, serious injury and floods (covers disasters likely to affect the home due to its location, as identified). _____

- (b) Plans are **posted in a conspicuous place** and reviewed with parents. _____

- (c) All persons caring for children are informed and follow emergency plans. _____

- (d) Fire drills are conducted monthly, schedules rotated, and recorded. _____

- (e) Tornado drills are conducted monthly (April - September) schedules rotated and recorded. _____

- (f) Persons regularly caring for children have first-aid training _____

Documentation of training is on file _____

K.A.R. 28-4-129 Swimming and Wading

(a) Swimming and wading pools on premises

- (1) Swimming/wading pools and hot tubs are constructed, maintained and used to safeguard children. _____

- (2) Appropriate supervision provided by an adult. _____

- (3) **Staff/child ratios maintained at all times.** _____

- (4) Safety rules posted and reviewed by persons caring for children (during months of pool use). _____

(c) Swimming pools on premises (water over 24 inches)

- (1) Below ground pools have 5 foot fence. _____

- (2) _____ Above ground pools
are 4 feet high or have a 5 foot fence. _____
Steps are removed
when not in use. _____

(4) Swimming pool is cleaned daily. _____

Swimming pool water has a pH of 7.2 - 8.2. Free chlorine content is between 0.4 and 3.0 parts/million. Tests are recorded and available. _____

(5) A person with a life saving certificate or CPR training who can swim is in attendance when swimming pool is in use. _____

(6) If 6 ft. across, has a ring buoy, rope or shepherd's hook of adequate length. _____

(c) Wading pools on premises

(1) If water is in the wading pool, children are only allowed to play in the area with supervision. _____

(2) Water is emptied daily. _____

(d) Hot Tubs on premises

(1) Hot tub or spa is covered and secured by straps or locks. _____

(2) Children prohibited from using hot tub or spa. _____

(e) Ponds and lakes only used for children over 6, swimming areas are approved, a certified life guard is on duty, required staff/child ratios maintained. _____

K.A.R. 28-4-130 Transportation

(a) Facility owned or leased vehicles

(1) Driver 18 years or older. _____

Has valid driver's license. _____

Trailers pulled by another vehicle, camper shells or truck beds not used to transport children. _____

(2) (A) Vehicles maintained in safe condition. _____

(B) Yearly mechanical safety check and corrections recorded and on file. _____

(3) Accident and liability insurance is current. Coverage is as follows: \$100,000 for personal injury or death in any one accident, \$300,000 for injury or death of 2 or more persons in one accident and \$50,000 for loss of property. _____

(4) (A) Health assessments, and emergency release forms are in the vehicle when children are transported. _____

(B) First-aid kit is in vehicle. _____

(5) (A) Through (C) Appropriate individual restraint is used. (see reg.) _____

(D) Only one child is restrained per seat belt. _____

(E) School type buses are used for school age children only without restraints. _____

(6) Safety of children protected as follows:

(A) Doors are locked (driver's door exempt) when vehicle is in motion. _____

(B) Discipline maintained at all times. _____

(C) All parts of child's body in vehicle at all times. _____

(D) Children enter and exit the vehicle away from traffic. _____

(E) Children under 10 years are not left in vehicle unattended by an adult. _____

Driver makes sure that no child is left in the vehicle when vacated. _____

(F) No smoking when transporting. _____

(G) (i) Child/staff ratio maintained at all times. _____

(H) Driver transports to authorized destination only. _____

(b) Vehicles owned by staff and volunteers

(1) Have personal insurance for accident and liability. (No minimum) _____

(2) Each vehicle complies with the following:

Driver 18 years or older. _____

Has valid driver's license. _____

Trailers pulled by another vehicle, camper shells or truck beds not used to transport children. _____

Vehicles maintained in safe condition. _____

Health assessments and emergency release forms are in the vehicle when children are transported. _____

Appropriate individual restraint is used (See reg.) _____

Doors are locked (driver's door exempt) when vehicle is in motion. _____

Discipline maintained at all times. _____

All parts of child's body in vehicle at all times. _____

Children enter and exit the vehicle away from traffic. _____

Children under 10 years are not left in vehicle unattended by an adult. _____

- Driver makes sure that no child is left in vehicle when vacated. _____
- No smoking when transporting. _____
- Child/staff ratio maintained at all times. _____
- Driver transports to authorized destination only. _____
- (c) (1) and (2) Staff and volunteers are informed and are aware of the transportation regs _____

K.A.R. 28-4-131 Animals, Birds and Fish

- (a) Pet area maintained in a sanitary manner. _____
- No animal or bird in kitchen during food preparation. _____
- Parents informed of children's access to pets. _____
- (b) Dogs and cats have current immunizations and records kept on file. _____
- (c) Children protected from hazardous animals on the premises. _____
- Pit Bull Dog not on the premises. _____
- Animal exhibits are supervised by appropriate animal care personnel. _____

K.A.R. 28-4-132 Child Care Practices

- (a) Children supervised by a person 16 yrs. of age and older who is responsible for the children's health, safety and well-being. _____
- (b) Discipline _____
- (1) Written discipline policy indicating methods of guidance appropriate to the age of children in care. _____
- Parents informed of discipline policy. _____
- (2) Punishment which is humiliating, frightening, physically or mentally harmful is not used. _____
- The following prohibited punishment is not used:
- (A) corporal punishment such as spanking with the hand or any implement, slapping, swatting, pulling hair, yanking the arm, or any similar activity; _____
- (B) verbal abuse, threats, or derogatory remarks about the child or the child's family; _____
- (C) binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box, or similar cubicle; _____
- (D) withholding or forcing foods; and _____

- (E) placing substances which sting or burn on the child's mouth or tongue or other parts of the body. _____
- (4) All child care providers and substitutes comply with discipline practices outlined in K.A.R. 28-4-132. _____
- (c) Diapering and toileting**
- (1) Child's clothing or bedding changed when wet or soiled. _____
- (2) Children 3 years and under have an extra change of clothes. _____
- (3) (A) Handwashing in or readily accessible to diaper changing area. _____
- (B) Provider's hands are washed with soap and water after changing diapers or soiled clothes. _____
- (4) Children are diapered in their own crib/playpen, on a clean pad on the floor or on a changing table. _____
- (5) Changing tables and pads have waterproof, undamaged surface. _____
- Changing tables are sturdy and have railings/safety straps. _____
- Children not left unattended on changing table. _____
- (6) Changing tables/pads are sanitized after each use. _____
- (7) Washable diapers/training pants are not rinsed out and are stored in labeled covered container or plastic bag and returned home. _____
- (8) Disposable diapers are placed in covered container or plastic bag which is emptied daily or more frequently for odor control. _____
- (9) (A) Potty chairs if used are left in the toilet room, wastes are disposed of immediately in a flushed toilet, containers are sanitized after each use and washed daily _____
- (10) Proper diaper procedures are followed. _____

Group Day Care Homes - diapering and toileting procedures are posted when serving children under 2 ½ years. _____

K.A.R. 28-4-114 The Applicant and Licensee

- (a) (1) and (2) Complete application or Intent to Continue, fee, and KBI/SRS form has been submitted. _____
(cross reference K.A.R. 28-4-92(a) and K.A.R. 28-4-125(a))
- (b) (1) Licensee/primary care providers 18 years or older. _____
- (2) _____ Child care or a combination of child care and other

- employment is less than or equal to 18 hours in a 24 hour period. _____
- (3) Provider does not engage in activities which interfere with supervision or care of children. _____
- (c) If licensee operates more than one facility, each facility is operated and maintained separately. _____
- (d) Licensee is licensed for, and providing only, one type of care. (Other types of care include family foster care for adults or children, respite care, registered, preschool or center care, adult nursing home care, residential care for children.) _____
- (e) (1) (2) and (3) Provider has read and understands the table defining the license capacity for a **Licensed Day Care Home**. _____
- (f) (1) (2) and (3) Provider has read and understands the table defining the license capacity for a **Group Day Care Home**. _____
- (1) Second adult present when required. _____
- (g) Children who are developmentally delayed are counted in their developmental age group _____
- (h) Number of children on the premises including children under 11 years of age related to the provider (including drop-ins) is maintained within license capacity or an exception is on file.
- Number of children in care at the time of the visit:
- _____ Under 18 months _____ 18 mths to K _____ K and older
- Facility is in compliance with the number and ages of children in care. _____
- (i) Emergency care for a period not to exceed two weeks does not cause the provider to exceed the license capacity. _____
- (k) **(LDCH only)** INITIAL training requirements met-see page 2
- (l) **(GDCH only)** INITIAL training requirements met-see page 2
- (m) RELICENSURE training requirements met-see page 2
- (n) (1) Substitute provider is 16 years or older for temporary absence and 18 years or older for extended absence. _____
- (2) Extended substitute meets initial training req. under K.A.R. 28-4-114(k). _____
- (o) The license is **conspicuously posted**. (Also K.S.A. 65-504). _____
- A copy of the current Regulation Book is on file. _____
- (p) Provider will notify the Licensing Surveyor or KDHE when they discontinue care. Provider understands a new application must be submitted in order to resume child care. _____
- (q) Applicant/licensee understands that any denial, revocation, _____

or civil fine action can be appealed through an administrative hearing and subsequently to district court. _____

K.A.R. 28-4-115 The Home

- (a) Home is on public water. _____
- Home is on public sewer. _____
- If NO to the above, has water and/or sewage disposal system been approved and a report submitted to the KDHE? _____
- (b) The home has 25 square feet of available play space per child and is constructed, arranged and maintained to provide adequately for health and safety of children (if no, document). _____
- (1) Walls are in good condition. _____
- (2) Skirted and anchored, if a mobile home. _____
- (3) 2A-10B:C fire extinguisher is available. _____
- (4) Smoke alarm is installed on each level of the home. _____
- (5) Reasonably clean and uncluttered (If U, describe in comments section on the last page). _____
- (6) Kitchen and outdoor garbage/trash in covered containers or tied plastic bags. _____
- (7) Open-faced gas stoves/heaters vented and guarded, floor furnace guarded. _____
- (8) Electrical outlets covered. _____
- (9) Stairs with more than 2 steps railed. _____
- (10) Stairway guarded and balusters not more than 4 inches apart or guarded if children are under 2 ½ years. _____
- (11) A readily available 2nd means of escape available from the first floor. _____
- (12) Bathroom doors can be unlocked from both sides. _____
- (13) Temperature 65Bto 90Bin play area. _____
- (c) **(GDCH only)** Fire safety approval obtained annually. _____
- (d) **(LDCH & GDCH)** If there is a basement used for child care, fire safety approval is on file by the state fire marshal. _____
- (LDCH & GDCH)** If there is a second floor used for child care, fire safety approval is on file by the state fire marshal. _____
- Third floor not used for child care. _____

K.S.A. 65-508. Signed Fire Safety Agreement is posted next to the license as required by the State Fire Marshal.

K.A.R. 28-4-115 The Home (contined)

(e) A refrigerator is available.

If medications requiring refrigeration are given to children in care, a means to lock medications is available.

(f) If a private well is used, children under 1 year of age use commercially bottled water until a lab test approves the nitrate content.

(g) The following items are stored safely:

(1) household cleaning supplies and bodily care products with warning labels or which contain alcohol are in locked storage **OR** out of the reach of children under 6 years.

(2) dangerous chemicals, household supplies with warning labels and medicines are in locked storage **OR** stored out of the reach of children under 10 years.

(3) sharp instruments are stored in child proof drawer **OR** stored out of the reach of children.

(4) Cigarettes, ashtrays, lighters, and matches out of reach.

K.S.A. 65-530. Smoking is prohibited inside the home when children are in care.

K.A.R. 28-4-115 The Home (contined)

(h) Dangerous weapons and guns are in locked storage. Guns may have trigger locks in lieu of being in locked storage.

(i) The outdoor play area is:

(1) Free from hazards which might be dangerous to the life or health of children.

Play equipment is safely constructed and in good repair.

(2) Climbing play equipment and swings are anchored or set in cement.

(3) Surfaces under anchored equipment are approved by the licensing surveyor. Asphalt, cement, coarse gravel not used.

(4) Swings are safely located.

Wooden or metal seats not used on swing sets.

(5) Teeter-totters and merry-go-rounds designed for school children are not used by children under kindergarten age.

(6) Fenced as needed if area surrounding presents hazards which might be dangerous to the safety of children (heavily traveled roads,

ravines, railroad tracks, accessible equipment, etc) **OR** if the play area adjoins the play area of another facility.

K.A.R. 28-4-116 Children in Care

(a) Daily activities are provided that promote healthy growth and development.

(1) Age appropriate toys and play equipment are provided, available to children, of safe construction and in good repair.

(2) T.V. and videos are age appropriate. R and X rated prohibited.

(3) Toys and play equipment for children under 18 months are washed and sanitized daily.

(4) (A) Children 18 months and older have one hour of outdoor play daily.

Children under 18 months are taken outdoors daily.

(B) Children 3 years and older outside are within hearing distance of adult **at all times**.

(C) Children under 3 years are attended by someone 14 years and older **at all times** when outside. An adult is also within hearing distance **at all times**.

(b) Napping and sleeping

(1) Daily supervised rest period provided as needed. Quiet play provided for non-nappers.

(2) Napping and sleeping facilities are provided as follows:

(A) Crib or playpen with slats not more than 2 3/8 inches apart or bumpers for each child under 18 months.

(B) A family bed, cot, sofa, lower bunk, or a pad over the carpet for each child over 18 months (two children may share a double bed). Pad is ½ inch thick, washable and long enough.

(C) Individual bedding available and clean.

(3) Cribs, cots and pads separated by 24 inches when in use and stored in a clean and sanitary manner.

(c) Smoking prohibited while providing direct physical care to children.

(d) Food service

(1) Children under 18 months:

(A) bottle fed until they can hold

Are held when

	their own bottle.	_____
(B)	Sleeping with bottles in mouth prohibited	_____
(C)	Prepared formula and juice refrigerated	_____
	Left over formula and juice labeled, refrigerated and used within 24 hours.	_____
(D)	Solid foods offered with parental consultation.	_____
	Opened solid food containers labeled, covered and refrigerated.	_____
(2)	Nutritious meals and snacks served per regulation.	_____
(e)	Meals and snacks contain food groups in regulation.	_____
(f)	Food is of sufficient quantity to allow seconds of vegetables or fruit, bread and milk.	_____
(g)	Food allergies and special diets considered.	_____
(h)	Pasteurized milk products served.	_____
(i)	Dishes are washed, rinsed and stacked or placed in dishwasher after meals.	_____
(j)	Sanitary methods of food handling and storage are followed.	_____
(k)	Individual cups, towel, washcloth or disposable products provided.	_____
(l)	Children and adults wash hands with soap and water before and after eating and after toileting.	_____
<u>K.A.R. 28-4-119b Exceptions</u>		
(b)	Written exceptions granted by KDHE are posted.	_____

COMMENTS: